



**POSTAL REGULATORY COMMISSION**  
**JOB VACANCY NOTICE**  
**VACANCY NUMBER: PRC 07-20**  
**OPEN: AUGUST 14, 2020**  
**CLOSE: AUGUST 28, 2020**

**POSITION TITLE:** TECHNICAL EDITOR (TERM)  
**GRADE:** PRC-2  
**SALARY RANGE:** \$65,561 - \$93,638  
**LOCATION:** POSTAL REGULATORY COMMISSION  
OFFICE OF ACCOUNTABILITY AND COMPLIANCE  
901 NEW YORK AVENUE, NW, SUITE 200  
WASHINGTON, DC 20268-0001

**SECURITY**  
**CLEARANCE:** PUBLIC TRUST BACKGROUND INVESTIGATION  
**INFORMATION:** ONE POSITION MAY BE FILLED UNDER THIS SINGLE VACANCY ANNOUNCEMENT  
**WHO MAY BE**  
**CONSIDERED:** OPEN TO ALL US CITIZENS  
**APPLICATION**  
**PERIOD:** TWO WEEKS OR UNTIL 150 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

#### **INTRODUCTION**

The Postal Regulatory Commission, Office of Accountability and Compliance (OAC), has an exciting four year term employment opportunity for a highly motivated person with knowledge and/or experience in technical editing.

#### **OVERVIEW**

The Postal Regulatory Commission is a small, independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the agency's mission.

#### **OFFICE OF ACCOUNTABILITY AND COMPLIANCE (OAC)**

The Office of Accountability & Compliance (OAC) provides analytic support for the Commission's review of rate changes, negotiated service agreements, classifications of new products, post office closings, amendments to international postal treaties and conventions, as well as other issues. OAC evaluates Postal Service accounting records, financial reports, and other financial data to assess accuracy, completeness, and conformance to reporting and procedural standards established by the Commission. OAC assists the Commission in its annual determinations of the Postal Service's compliance with pricing and service performance standards, as well as the preparation of the Commission's annual report to the President and Congress.

#### **WORK ENVIRONMENT**

The Commission annually ranks as one of the best places to work in the federal government, scoring high in employee engagement and environment. The Commission also is on the forefront of offering flexible working arrangements, and



after an initial training and probationary period, it allows employees the opportunity to participate in telework combined with alternative work schedules. In the current pandemic situation, all employees are teleworking and supported by a variety of Commission technologies.

### **MAJOR DUTIES AND RESPONSIBILITIES**

As a Technical Editor, the incumbent proofreads technical text for errors in grammar, punctuation, and spelling and checks for readability and style in agreement with current style guidelines. They will suggest revisions to improve clarity or accuracy and may carry out research, confirm sources, and verify facts, dates, and statistics. In addition, they arrange page layouts and graphic spacing. They also suggest visual data representation techniques and ensure consistency among visual representations. The incumbent will also input and/or update technology databases. They will also be responsible for designing and creating new spreadsheets in order to better organize information.

They also provide assistance to the Director of OAC including preparing brief summaries of subject matter material that identify important issues, concerns and factual information, and managing recordkeeping and filing systems for all documents.

The incumbent also provides assistance and editing to authors preparing technical information for publication. Major duties include: collaborating with staff members to obtain pertinent subject matter information and illustrative material; preparing material for publication ensuring the most logical and effective sequence, length, tone, and medium are utilized for the intended audience; and, reviewing, editing, and correcting draft documents intended for publication.

The Technical Editor:

- Drafts, proofreads, edits, and rewrites a variety of materials to ensure that documents adhere to established document guidelines and procedures
- Reviews documents for formatting, editorial quality, consistency, spelling, grammar, punctuation, size/specifications, legal citations, and adherence to defined template/style guides
- Drafts memorandums, guidelines, SOPs, or other written material to assist staff
- Develops procedures to improve efficiency
- Creates or assists in the creation of charts, tables, and other visual data representation
- Creates and/or maintains data files

### **MANDATORY QUALIFICATIONS**

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill and knowledge to successfully perform the duties of this position described above. Typically, experience will be related to financial work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work.

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The best-qualified applicants will be referred to the Director of OAC for further consideration and possible interviews.

Applicants must meet the mandatory qualifications described below, and be prepared to provide writing samples upon request.

1. Ability to identify key information in written documents
2. Organization skills
3. Proven ability to complete tasks on tight deadlines
4. Expertise in spelling, grammar, and punctuation
5. Experience in graphic design or visual presentation of data



6. Ability to organize and maintain datasets
7. Excellent written and verbal communication skills

## EDUCATION AND WORK EXPERIENCE

Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in English, writing, or other relevant area. Coursework in fine art or graphic design highly desirable.

## ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. The Commission also has ethics rules (39 C.F.R. part 3001, subpart A) and supplemental standards of ethical conduct (5 C.F.R. part 5601). The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on the Commission's annually published prohibited securities list. Applicants are encouraged to request and review this list to determine if any potential conflicts exist prior to accepting an appointment with the Commission. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

## BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding.

For more information, visit either <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/> or <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>.

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>.

You will be paid for **Federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2020>

As a Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan \(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You may participate in the **Flexible Spending Account (FSA)** program for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.

## CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.



- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.

### **REASONABLE ACCOMMODATION**

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

### **EEO POLICY STATEMENT**

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

### **VETERAN INFORMATION**

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge from Active Duty, DD214. Your DD214 must show the type of discharge and dates of active duty.

To claim 10-point preference, you must submit a copy of your DD214; an Application for 10-point Veterans Preference, SF15; and the proof of entitlement of this preference, which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability.

(Note for Active duty service members expecting to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days: You may be granted tentative preference by submitting a "certification" document in lieu of a Certificate of Release or Discharge from Active Duty, DD214. The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service under honorable conditions. Veterans' preference must be verified prior to appointment.)

**Without this documentation, you will not receive veterans' preference.**

### **LEGAL AND REGULATORY GUIDANCE**

*Social Security Number*—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.



*Privacy Act*–Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under 5 U.S.C. §§ 3302 and 3361.

*Signature*–Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

*False Statements*–If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

*Selective Service*–If you are a male applicant born after December 31, 1959, on request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

## HOW TO APPLY

You are requested to apply through the online application system at [www.USAJOBS.gov](http://www.USAJOBS.gov). Follow the prompts to register, answer questions and submit all required documents.

**If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.**

**In order for your application to be considered complete, the following documents must be submitted:**

1. Cover Letter (no more than two pages)
2. Resume must contain the following information:
  - a. name
  - b. address
  - c. contact information
  - d. *If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume*
  - e. detailed work experience related to this position as described in the major duties including:
    - i. dates of employment
    - ii. title
    - iii. grade
  - f. education
3. A minimum of two professional references (at least one of whom has directly supervised the applicant)
4. Current and former Federal employees must submit a copy of your most recent SF-50 (The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive]).
  - a. Performance award, Time off Award, Realignment, and Detail SF-50s **will not be accepted** as proof of grade and tenure.
5. Five point veterans must submit a DD214
6. Ten point veterans ***must*** submit the following:
  - a. A copy of your DD214
  - b. Application for 10-point veteran preference, SF-15 [http://www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf)
  - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
  - d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>.



**Additionally, applicants are strongly encouraged to submit:**

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)  
[http://www.prc.gov/sites/default/files/job-openings/OMB\\_FORM\\_3046-0046.pdf](http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf)

This vacancy announcement will be open from Aug. 14, 2020 to Aug. 28, 2020 or until 150 applications have been received, whichever occurs first. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

**Application packages will NOT be accepted via email, mail, or fax. *All applications must be received by 11:59 pm on August 28, 2020.***

**FOR MORE INFORMATION**

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.